How to “Make your own…” accessibility plan for ADA compliance

Consistent with seven elements of Best Practices, an accessibility plan for a small town should...

- Identify an ADA Coordinator
- Identify Complaint Process
- Develop/Adopt Design Standards
- Identify Public Involvement Opportunities
- Identify Barriers to Access
- Identify Plan (time and budget) to Remove Barriers
- Reevaluation Schedule
Examples

Chapter Three: Identifying Priorities for Pedestrian Improvements

Frankton, Indiana Walkability Distances

Source: "Accommodating the Pedestrian", Richard Lohmann

FRANKTON Pedestrian Mobility Plan 2008

U.S. Department of Transportation
Examples

FRANKTON, INDIANA:
Source:

Prioritize Based On:

- Age - Assumption Relating to Need for Pedestrian Mobility
- Disability - Known Populations
- Income - Poverty and Need for Pedestrian Mobility

Chapter Three: Identifying Priorities for Pedestrian Improvements

Pedestrian Networks: Assessing Needs

Creation of Vital Demographic Information

Demographic: the 2008-2012 Franklin County 2000 Community Planning Survey

Volume 2000. 80.9% in 2000. 80.9% for vehicle commuting

3. 41.1% of the population was between the ages of 20 to 34

20.9% of the population was between the ages of 55 or older

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Examples

Figure 1: Percentage of Curb Ramps meeting ADA Guidelines

Each data point on the surveyed intersections were collected. The percentage given is the percentage of curbs that have curb ramps in the surveyed area. The number on the map indicates the percentage of the guidelines that are met.
Template for Accessibility Plans

EXAMPLE:

ADA ACCESSIBILITY PLAN FOR SMALL TOWN, INDIANA

1. DESIGNATION OF ADA COORDINATOR

The ADA Coordinator for Smalltown, Indiana is [Name of Town official], in their official role as the [Name of Official Position] for the town.

The ADA Coordinator is responsible for ensuring this plan is current and that grievances are properly addressed and records maintained. Local officials in our town are the responsibility of other agencies. For example, the County and State DOT both operate facilities in our town. Therefore, our ADA Coordinator will sometimes need to work with these ADA Coordinators to address situations in our area that involve their facilities.

<table>
<thead>
<tr>
<th>Other ADA Coordinators</th>
<th>ADA Coordinator’s Name &amp; Title</th>
<th>Coordinator’s Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>County ADA Coordinator</td>
<td>John Smith, Public Works Director</td>
<td>123-456-7890</td>
</tr>
<tr>
<td>School ADA Coordinator</td>
<td>Jane Doe, School Administrator</td>
<td>123-456-7891</td>
</tr>
<tr>
<td>Library ADA Coordinator</td>
<td>Mary Johnson, Library Director</td>
<td>987-654-3210</td>
</tr>
</tbody>
</table>

2. OPPORTUNITIES FOR PUBLIC NOTICE

Opportunity for the public to learn and comment on how Smalltown, Indiana is working to meet the federal Americans with Disabilities Act (ADA) requirements is provided during our town meetings. Every two years, the town will also include ADA as an official agenda item for our town meetings to ensure the public and our officials may be informed and learn more about our progress at making our community accessible. The town and/or federal officials responsible for ADA may also be invited so that we may learn how they are also making steps to meet these requirements in our town.

3. COMPLAINT PROCEDURE

Complaints about access to public services or facilities in Smalltown, Indiana are received at the town hall. These are then given to the ADA coordinator to be coordinated and resolved. If the complaint cannot be resolved, then our County’s ADA Coordinator may help mediate the complaint. At any time, a complaint may be submitted directly to the U.S. Department of Justice.

4. DESIGN STANDARDS, SPECIFICATIONS AND DESIGN DETAILS

For design standards, specifications and design details, Smalltown, Indiana relies upon the design standard used by they County and the Indiana Department of Transportation. Both of these agencies have developed design standards that are ADA compliant.

5. INVENTORY OF FACILITIES

Using a map of our town to first identify where our public services and facilities are located, an inventory of existing accessibility constraints and improvements was completed in 2022. A map showing the inventory is in the following page.

EXAMPLE: ADA ACCESSIBILITY PLAN

6. SCHEDULE & BUDGET FOR IMPROVEMENTS

Each year, Smalltown, Indiana reviews approximately $120,000 in local revenue from the ADA, which is used for our annual budget. At this time, it is estimated that $21,000 can be provided to address non-compliant curb ramps, sidewalks, and other barriers. Based upon the estimated amount and our plan showing the location of public services, the following improvements are planned to be addressed over the next three to five years:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Project/Action</th>
<th>Estimated Cost</th>
<th>Project/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Hall</td>
<td>New curb ramps</td>
<td>$20,000</td>
<td>2024-2026</td>
</tr>
<tr>
<td>Streets</td>
<td>Sidewalk improvements</td>
<td>$10,000</td>
<td>2022-2023</td>
</tr>
<tr>
<td>Public School</td>
<td>School access improvements</td>
<td>$15,000</td>
<td>2023-2024</td>
</tr>
</tbody>
</table>

7. MONITORING PROGRESS

Smalltown, Indiana will evaluate this plan every two years as part of our regular budget meetings and then revise our plan as needed. An opportunity to discuss the plan will be held during the town’s regular administrative meetings.

Respectfully submitted,

[Name of Town Official] Date
Template for Accessibility Plans

**Advantages:**

Intended to demonstrate 504 compliance

Uses same “seven steps” or elements as ADA transition plans

Incorporates ADA contacts from other agencies to allow for better coordination (ie. State projects in a local town)

Easy to develop quickly using common tools like MS Word, GoogleMaps or GoogleEarth.
EXAMPLE: ADA/504 PLAN FOR SMALL TOWN, INDIANA

1. DESIGNATION OF ADA COORDINATOR

The ADA/504 Coordinator for Smalltown, Indiana is [Name of Town official], in their official role as the [Name of Official Position] for the town.

The ADA/504 Coordinator is responsible for ensuring this plan is current and that grievances are properly addressed and records maintained. Some facilities in our town are the responsibility of other agencies. For example, the County and State DOT both operate facilities in our town. Therefore, our ADA/504 Coordinator will sometimes need to work with their ADA/504 Coordinators to address situations in our area that involve their facilities.

<table>
<thead>
<tr>
<th>Other ADA Coordinators</th>
<th>ADA Coordinator's Name &amp; Title</th>
<th>Coordinator's Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>County ADA/504 Coordinator</td>
<td></td>
<td>(XXX) XXX-XXXX</td>
</tr>
<tr>
<td>Indiana DOT – Central Office</td>
<td>Latosha Higgins, ADA/504 Coordinator</td>
<td>(317) 234-6142</td>
</tr>
<tr>
<td>School District</td>
<td>To Be Determined, Superintendent</td>
<td>(XXX) XXX-XXXX</td>
</tr>
</tbody>
</table>

2. OPPORTUNITY FOR PUBLIC NOTICE

Opportunities for the public to learn about and comment on how Smalltown, Indiana is working to comply with the ADA and Section 504 are provided during town meetings. Every two years, the town will also include the ADA and Section 504 as an official agenda items for our town meeting, to ensure the public and our officials may be updated and learn more about our progress at making our community easy to access. The State and/or federal officials responsible for ADA/504 compliance may also be invited so that we may learn how they are also taking steps to meet these requirements in our town.

3. GRIEVANCE PROCEDURE

Complaints about access to public services or facilities in Smalltown, Indiana are received at the town hall. These are then given to the ADA/504 Coordinator to be investigated and resolved. If the complaint cannot be resolved, then our County or the State of Indiana ADA/504 Coordinator may help mediate the complaint. At any time, a complaint may be submitted directly to the U.S. Department of Justice.

4. DESIGN STANDARDS, SPECIFICATIONS AND DESIGN DETAILS
For design standards, specifications and design details, Smalltown, Indiana relies upon the design standards used by the County, and the Indiana Department of Transportation. Both agencies have design standards that are ADA compliant.

5. INVENTORY OF FACILITIES

Using a map of our town to first identify where we offer public services, an initial inventory of sidewalks, curb ramps and intersections was completed on XX/XX/201X. A map showing the inventory is on the following page.

6. SCHEDULE & BUDGET FOR IMPROVEMENTS

Each year, Small Town Indiana receives approximately [\$10,000] in local revenues from the State, which is use for our annual budget. At this time, it is estimated that [\$1,000] can be provided to address non-compliant curb ramps, sidewalks and other barriers. Based upon this estimated amount and our map showing the location of public services, the following improvements are planned to be addressed over the next three to five years:

<table>
<thead>
<tr>
<th>Access to</th>
<th>Treatment &amp; Location</th>
<th>Estimated Cost</th>
<th>Priority/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town hall</td>
<td>Curb ramps to be updated</td>
<td>$1,300</td>
<td>2012-2013</td>
</tr>
<tr>
<td>Post office</td>
<td>Sidewalks repaired &amp; curb ramps</td>
<td>$700</td>
<td>2013-2014</td>
</tr>
<tr>
<td>Park</td>
<td>Sidewalks repaired &amp; curb ramps</td>
<td>$1,400</td>
<td>2014+</td>
</tr>
<tr>
<td>Public School</td>
<td>Sidewalks along State Road</td>
<td>Owned by INDOT ($10,000)</td>
<td>Need to coordinate with INDOT</td>
</tr>
</tbody>
</table>

7. MONITORING PROGRESS

Small town Indiana will evaluate this plan every two years as part of our regular budget meetings and then revise our plan as needed. An opportunity to discuss the plan will be held during the town’s regular administrative meetings.

Respectfully submitted:

Name of Town Official  Date